

Bereavement Protocol

Rationale

This protocol has been prepared to provide a framework of support for staff and students in Newfield School in the event of bereavement.

It is designed to address the many issues that may arise in a sympathetic, dignified and practical way, and offer guidelines on how best to support our staff, pupils and families during a very traumatic time and during the months and years following bereavement.

Directives

The following directives should be adhered to:

- Death of pupil / staff member at home/hospital/hospice – before the start of the school day

Informing Staff/Students

- Member of SLT to co-ordinate a response in order to inform key staff members
- Head teacher to send email formally informing all staff; printout of email to be placed in staff lounge
- Teachers to inform classes at a set time; offsite groups to be informed on return to school
- Notification to go home with pupils as directed by the Head Teacher (if appropriate)

Support for Pupils and Staff

- Class Teachers to talk to students and offer support.
- Class Teachers to identify any students who need more assistance and refer to Deputy Lead Teacher and / or School Counsellor
- Any Members of Staff who require support to be referred to appropriate staff members, the School Counsellor or signposted to Welfare and Wellbeing support via HR dept.
- Referral to be made to Virtual Critical Incident Team – 01254 666879 Anne Ford - Educational Psychologist
- Head Teacher or member of SLT to contact Sudden Unexpected Death of a Child (SUDC) Team 01772 777220 or 07956626389 – Sharon Hibbs or 07930852073 – Margaret Rushton

Liaising with Parents

- Agreed member of school staff to contact and/or visit the family to offer support (cultural expectations to be considered)
- Agreed member of school staff to liaise with family re funeral arrangements (specific wishes of the family to be observed)

Administration

- Remembrance Book to be placed on the Balcony by Head Teacher or member of SLT
- Card and Flowers sent to family (if appropriate) arranged by member of SLT
- Administration Team to follow Leavers Guidelines e.g. inform Education Authority etc
- Administration Team to gather student photos on USB to be available as required

Funeral

- Named staff to liaise with parents re staff and/or pupil attendance at the funeral, flowers and collections
N.B. The culture and religious beliefs of the family must be of paramount consideration at all times

After the Funeral

- Contact with parents to be made by named staff member and/or School Counsellor at an appropriate time after the funeral.
- Support offered to the parents if appropriate, e.g. signposting to other specialist services – arranged by member of SLT
- Parents and/or Siblings invited/supported to visit school if desired - arranged by member of SLT

Act of Remembrance

- Where appropriate, and as directed by a member of the SLT, class to have a memory box so that memories can be placed in throughout the first year.
- Agreed member of school staff to send a Remembrance Birthday Card to the parents on what would have been the pupil's birthday for the year or two years (as appropriate).
- Memory Box can be passed to family.
- Remembrance Leaf to be placed on the tree; parents/families to be invited to this event – Head Teacher to co-ordinate

Death of pupil / staff member at home/hospital/hospice – during the school day

Informing Staff/Students

- SLT informed
- Class teachers and HLTAs informed
- TA3s informed
- TA1s informed
- MDTs informed
- Business Services Teams informed

Support and Liaison

As above

Potential death of pupil / staff member on the school premises

- Inform SLT/school nurses immediately - if not already aware
- Nurses and trained staff to initiate basic Life Support measures if trained to do so UNLESS Care Plan/End of Life Plan indicates otherwise e.g. Do Not Resuscitate directive
- SLT/Nurses or designated person to clear the room/area of all other pupils and staff
- Nurse/ or SLT to advise call 999 for Paramedic assistance

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- Paramedics arrive and will take over
- SLT/Nurses or designated person to inform parents/next of kin that child is to be/has been admitted to hospital
- On confirmation of death Head Teacher or SLT to contact SUDC team

Support and Liaison

As above

Pre Bereavement Support

- SLT attendance at Care Plan / End of Life Plan meetings
- SLT to attend regular meetings/updates with Nursing team / other medical professionals
- Relevant information cascaded to school staff
- Member of SLT to liaise with home to offer support, e.g. signposting siblings for pre bereavement support

Notes

N.B. all above arrangements must consider the individual family's cultural and religious expectations, their personal preferences and expressed wishes.